

Blackboard Overview

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- I. **Recommendations**
- II. **Review of Basic Blackboard**
- III. **Moderate to Advanced**

“50,000 years of instructional design in a nutshell
(from Designing Web-Based Training, p. 15, William Horton)

- Show them
- Tell them
- Let them try
- Repeat
- If this does not work, change the order of the steps until you find a combination that does.

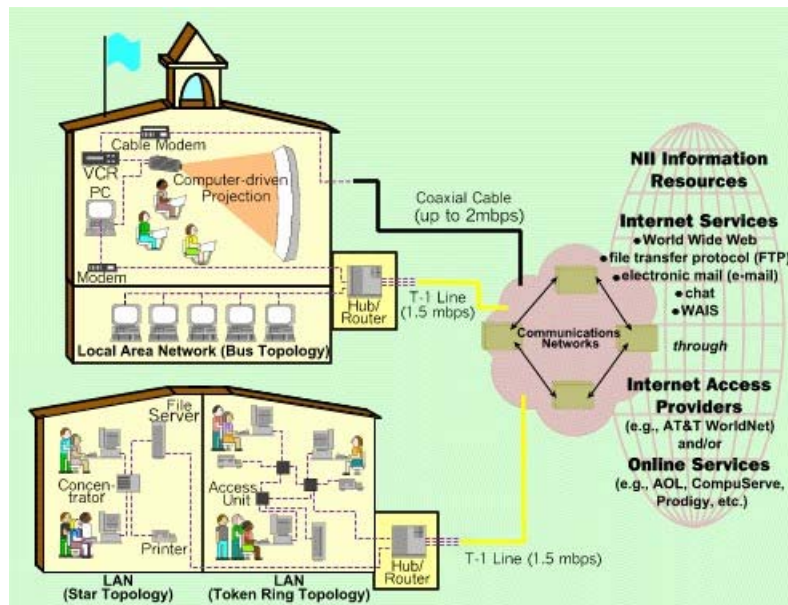
I. Recommendations:

1. Use the correct Blackboard address: <http://www.nhctc.blackboard.com> (I know, it sounds obvious)
 - a. Students who have problems signing on often have stored another address to their favorites (the second rather than the first login screen on Blackboard)
2. Save documents as rich text format - .rtf
 - a. If you do not do this any students with MS Works on their home computer will not be able to read your Word documents. Emachines, for example, come with Works installed.
3. Work with original documents to revise something then upload again to Blackboard
 - a. If you revise a Bb document on screen, your changes will be lost when you log off
 - b. If you make revisions to a student paper on screen with Blackboard and send back to the student via the digital drop box your changes will be lost.
 - i. You need to save a student document to a folder (create one for each student) on your hard drive
 - ii. Make your edits to the student document
 - iii. Save the edited documents with a logical and different name such as “Edited_Project1_Peterson_7Jan05”
 - iv. Send back to the student via the digital drop box.
4. Create a folder for each course you are teaching on your computer hard drive (not Blackboard)
 - a. Save all original course content documents (such as your syllabus) in that folder
 - b. Make backup copies of the course content folder on your hard drive that you use to store ORIGINAL course content documents

- i. Buy a 512MB flash drive (\$29.99 on sale) or
 - ii. Back up to CD if you have a CD burner on your home computer
- 5. Repeat important points
 - a. Make backups of your original documents
 - b. Make backups of your original documents
- 6. Create a student identity for yourself and enroll in your course to see things from student perspective (such as online quizzes, student homepage, etc.)
 - a. Example: Susan Peterson's student username could be spetersons (her username is the same as her faculty username except for the s at the end.
 - b. Use "Student" instead of your first name when completing information necessary to create a new user of Blackboard
- 7. Eliminate unnecessary words
("If I had more time I would have written you a shorter letter." – Mark Twain)
- 8. Make liberal use of white space to:
 - a. Enable students to read one point at a time
 - b. Make your content more readable and user-friendly
 - c. Encourage your students to actually read your documents
(long, dense blocks of text are discouraging)
- 9. Use Word outlines
 - a. Students actually read them
 - b. Do you know how create outlines?
 - c. If you are interested in learning, I will show you.

10. Use diagrams

- a. They show relationships clearly in ways that wordy descriptions do not
- b. Most of us are visual learners and can understand a diagram much faster and more easily than a block of descriptive text
- c. For example:



11. Use Flash drives to move documents between your work and home computer

- a. A 512MB flash drive is equal in storage capacity to about 375 floppy disks
- b. A floppy disk has a capacity of 1.4 MB.
- c. ScanDisk 512MB flash drives were on sale at Staples last week for \$29.95.

12. Check the Online learning area of the NHCTC System website for helpful information

- a. Click on link at on upper left side of Blackboard screen or
- b. <http://www.nhctc.edu> Online Learning area

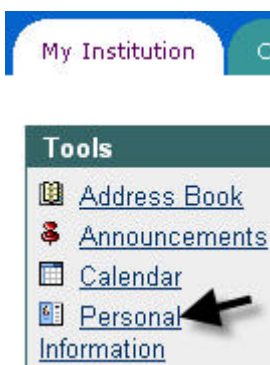
13. Post an email response policy – (“I will respond to your emails within 24 hours during the week and 48 hours on the weekend.”) -shape student expectations

14. Post a “Please email me to arrange a time to meet in person or online” in your faculty profile area.

15. Give students a brief outline of the structure of your coursesite. What does a student need to do first? How does one know where to find assignments? When are things posted?

16. Release your course content by week. It’s better not to overwhelm students with content.

FYI - To change your personal information or password:



II. Review of Basic Blackboard

1. Go to <http://www.nhctc.edu> Online Learning area and scroll to the bottom to view Animated Tutorials. Click your keyboard control key and HTML under the topic that you want to view.
2. Create an Announcement
3. What are Student home pages? Why use them?
4. How to see who is in your course (Control Panel > List/Modify User > Search button), change email addresses, reset student passwords, etc.
5. Upload a document (save all Word documents as rich text format) to Bb (PPT, Word, Excel, etc.)
 - Create a small Word document and save it to your desktop
 - Use that to practice an upload to Bb (I will show you how to do it.)
 - a. Optional: select a picture from www.google.com – images section and upload it to Bb
6. Change course menu (content buttons on the left side of course entry screen)

Control panel > Manage Course Menu

 - Change a button name
 - Delete a button
 - Alphabetize buttons
 - Add a new button
 - Change color or style of buttons (Control panel > Settings > Course Design)

7. When Banner and Bb are integrated (summer 2005), you will no longer have to enroll students into your Blackboard course sites. However, if you are using a course site for an organization such as Student Senate, you will have to enroll students into it.

Enroll user (student) or Create user (student)

- A student needs **only one username**, please do not create duplicates
- Select “Enroll User” tool in the Control Panel area to determine if a student already has a Blackboard username and password
- For those students who do not have a Bb username and password already created by the SIS/Blackboard integration, you will need to create using the following naming conventions for Bb usernames:
 - First initial and last name, all lowercase, no spaces – example: Pam Williams – her Bb username would be: pwilliams (all lowercase, no spaces)
 - If there is already a pwilliams on the Bb systems for Paul Williams, then use a full first and full last name – example: Pam Williams’ alternate Bb username would be pamwilliams (all lowercase, no spaces)
- For passwords, give them all a temporary password such as lynx and tell them to change it to a password they prefer through the My Institution page > Personal Information > Change password

8. Please review the following online course quality sites:

- a) <http://www.csuchico.edu/celt/roi/index.html>
- b) <http://www.esac.org/fdi/rubric/finalsurvey/demorubric.asp>
- c) <http://www.qualitymatters.org>

9. Bb email – send to all students in course, send to one

10. Recycle your course – see the next step

III. Moderate to Advanced Blackboard

1. Recycle a course (Control Panel > Recycle)
2. Don’t recycle the discussion board, it will delete all your forums as well as student comments
 - a) To delete student comments only:
 - i. Click the discussion board button on the left side of the student view of your course screen
 - ii. Click the discussion forum name
 - iii. Select Show Options
 - iv. Select All

- v. Remove to delete all student comments
3. Use Online surveys to:
 - a. Determine immediately if a student has the appropriate skills and background to be in your course
 - b. Assess the effectiveness of your teaching
 - c. Know your students
 4. Using the online gradebook
 - a. Give each assessment a score of 100
 - b. Weight each one with the appropriate %
 - c. Set to display as a score
 5. Question pools
 6. Copy your gradebook to Excel and print a hard copy for your file
 7. Course Copy
 8. Hyperlink to another area of your coursesite
 9. Upload pictures in .jpeg or .gif format
 10. Course Cartridges
 11. Archive a course
 12. Behind the Blackboard
 - a. Click the ? icon (with the word Help underneath it) at the top of your screen
 - b. You will need to set up your own account with a username and password different from your regular Blackboard username and password
 - c. Try this one for now to see what is available in the Behind the Blackboard area:
 - Username: zambrose@middlebury.edu
 - Password: lynx
 13. Click the <http://www.nhctc.edu> link at the top left of the Blackboard screen
 - a. Click “Online Learning” for some helpful materials and course list of 100% online courses offered each semester
 14. We have integrated Banner and Blackboard starting Summer 05
 - a. Student enrollment data will flow from Banner into your Bb coursesite and be updated every 12 hours during the add/drop periods

15. Websites:

- a. Attention Class! 16 Ways to be a Smarter Teacher
<http://www.fastcompany.com/online/53/teaching.html>
- b. Best Book Buys
<http://www.bestwebbuys.com/books/>
- c. Computer Literacy 101
<http://www.jegsworks.com/Lessons/>
- d. Elements of Instruction
<http://www.ion.illinois.edu/IONresources/instructionalDesign/instruction.asp>
- e. Hofstra Finite Math and Calculus Resources
http://people.hofstra.edu/faculty/Stefan_Waner/RealWorld/
- f. Instructional Design for Online Course Development
<http://www.ion.illinois.edu/IONresources/instructionalDesign/index.html>
- g. Instructional Strategies for Online Teaching
<http://www.ion.illinois.edu/IONresources/instructionalDesign/instructionalStrategies.asp>
- h. Learning Styles and the Online Environment
<http://www.ion.illinois.edu/IONresources/instructionalDesign/learningStyles.asp>
- i. Teaching Tips Index
<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>
- j. What Does a High Quality Online Course Look Like?
<http://www.csuchico.edu/celt/roi/index.html>
- k. When Good Technology Means Bad Teaching
<http://chronicle.com/free/v51/i12/12a03101.htm>